

# CornerStone Administrative Services, LLC

Strength.  
Permanence.  
Security.

CornerStone Administrative Services, LLC in Indianapolis, Indiana is the ultimate outsourcing business solution. Our foundation of over 15 years of experience allows us to demonstrate exceptional confidential business support solutions for our clients.

## Core Competencies

## Core Services

- Data Entry
- Invoicing Services
- Statistical Data Visualization
- Customer Service/Call Center
- Front, Middle & Back Office Support Services
- Six Sigma Green Belt Processes

### ▪ Front Office Support

- Telephone Answering Services
- Client Registration
- Scheduling
- Call Center Support

### ▪ Middle Office Support

- Project Management
- Standard Operation Procedural Manuals
- Credentialing, Provider Enrollment, & Contracting Services

### ▪ Back Office Support

- Mailing List Management
- Data Visualization Solution/Real-Time Reporting
- Invoicing
- Initiatives
- Data Entry

## Cornerstone Administrative Services LLC

We are a business which brings expertise, capability, and capacity at competitive rates. The Customer Voice is what drives us at Cornerstone. Outsourcing has become more prevalent for businesses that look to maximize positive outcomes. Due to Cornerstone's successful track record, we are able to leverage professional resources to accomplish a variety of projects.

## Differentiators

## Past Performances

- Our Staff work as one, as a team and with a good spirit in mind.
- Performance-Based Process
- Integrated Solutions Teams
- Client Relationship Management
- Strategic Mix of Technology and Best Business Practices
- Six Sigma-Certified

- Family Community Connections, LLC
- Square One Wellness
- MGN Logistics
- Home Care Connections
- Modern Day Therapy
- A Touch of Care Home Care Services, LLC
- Home Care Connections-HCC

## NAICS Codes

## Contact Information

518210 Data Processing, Hosting, and Related Services.  
561421 Telephone Answering Services  
524292 Third Party Administration of Insurance & Pension Funds  
561110 Office Administrative Services  
541219 Other Accounting Services  
524291 Claims Adjusting  
561422 Telemarketing Bureaus and Other Contact Centers

DUNS: 080595081

CAGE: 8B3Q3



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President



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Building Your Business One Step at a Time